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Banner Gateway Billing

Gateway

The Banner Finance Transaction Gateway System (Gateway) allows departments to submit files and spreadsheets of accounting transactions to Banner Finance for posting.

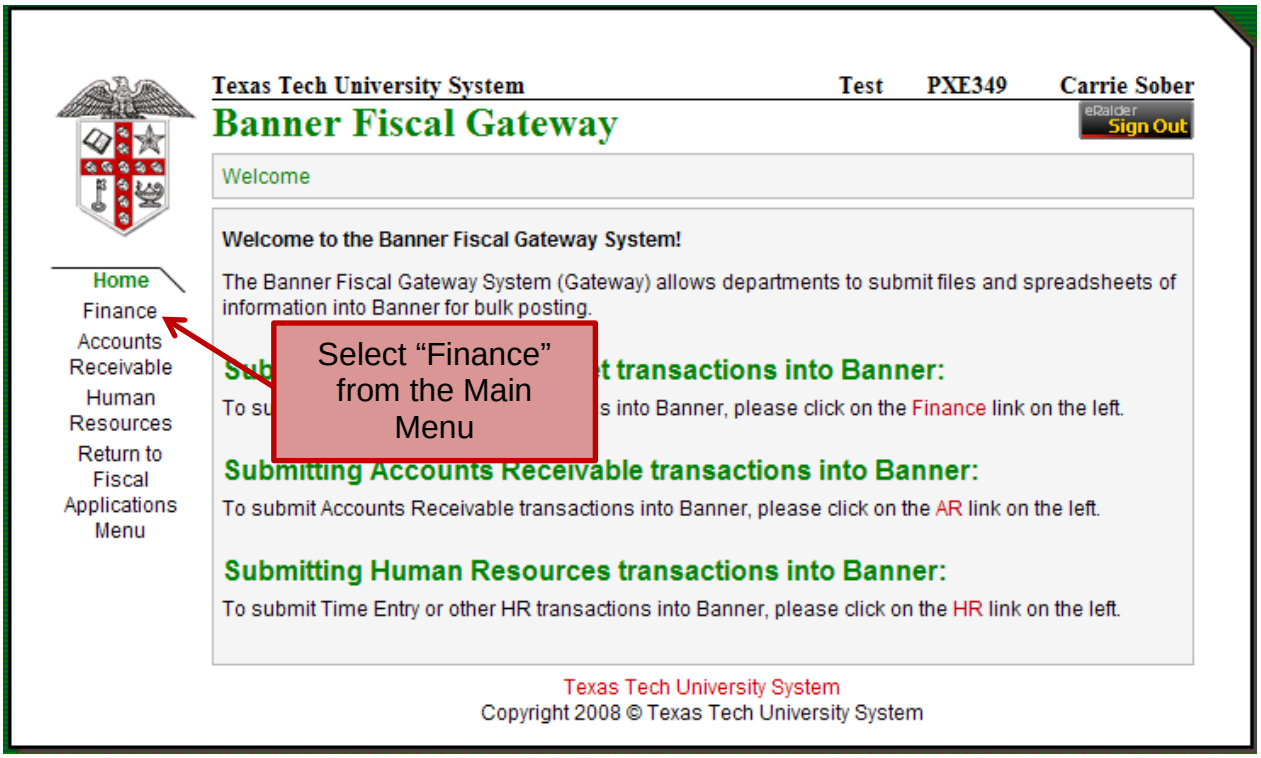
Please "Subscribe" to the Gateway User Group at http://www.fiscal.ttuhsc.edu/banner/usergroups/GatewayContacts.aspx so that you can receive important messages about the Gateway System and year-end deadlines.

Logging into Gateway

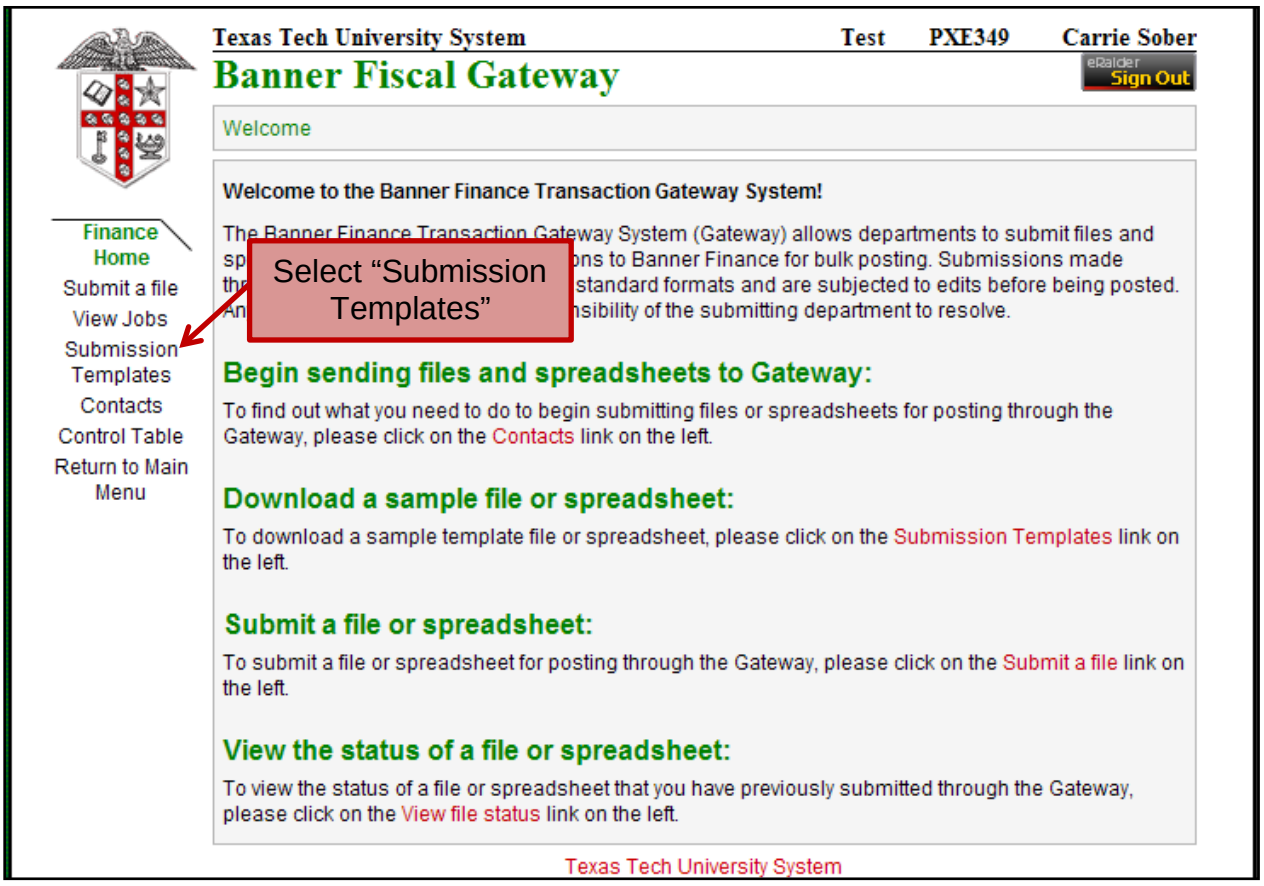
Access the Gateway by logging into http://webraider.ttuhsc.edu. From the F & A Work Tools tab, select Gateway from the Finance channel under Finance Systems Management. For instructions on adding the F & A Work Tools tab or additional WebRaider instructions, please refer to the WebRaider chapter of this document.

Locating the Templates

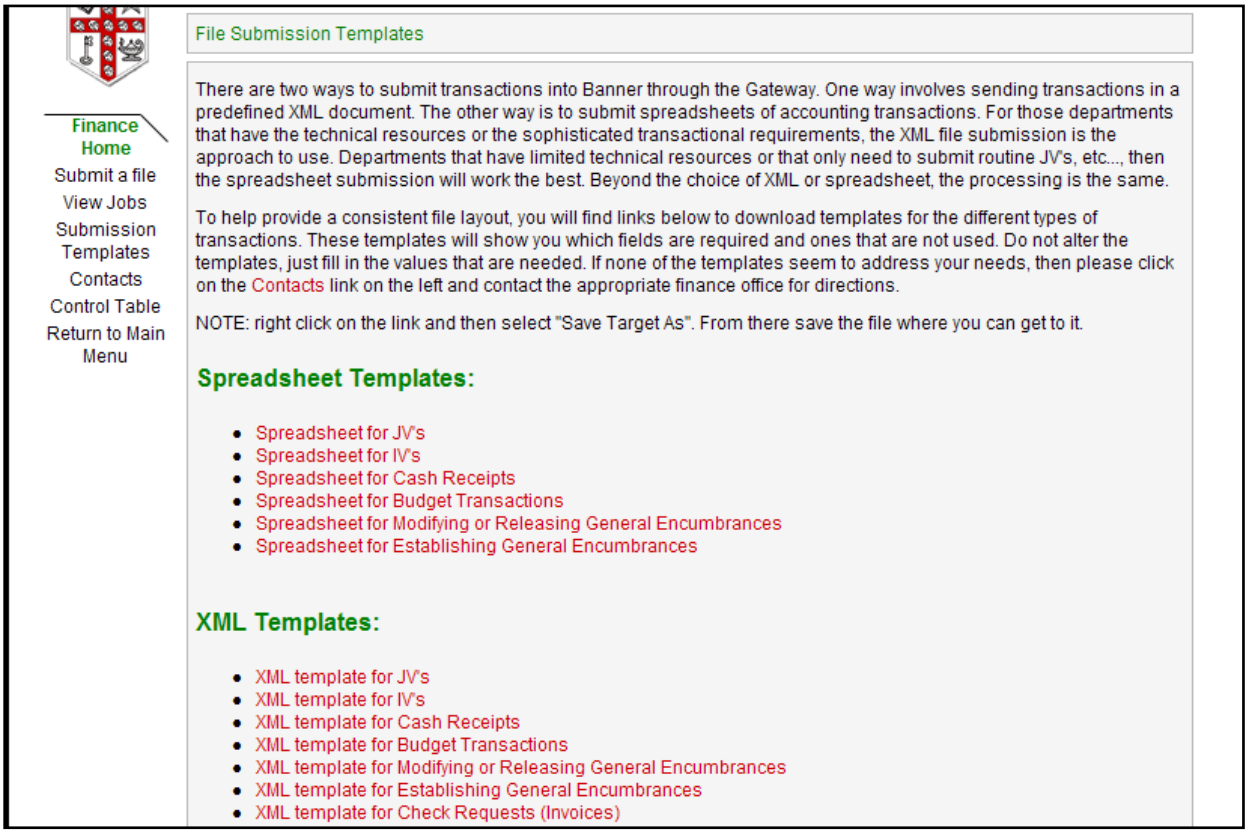
Submissions to the Gateway must conform to standard formats and templates. To locate the templates, select Finance from the left side of the Main Menu.



Select Submission Templates from the left side of the Finance Menu.



There are two sections of Gateway templates. The first section contains Excel Spreadsheet templates. The majority of users use the Excel spreadsheets. The second section contains XML templates. A few departments with technical resources may elect to use an XML format with prior approval. Please contact FSM@ttuhsc.edu if you would need additional information on XML. The remainder of this chapter will focus on spreadsheet transmissions.

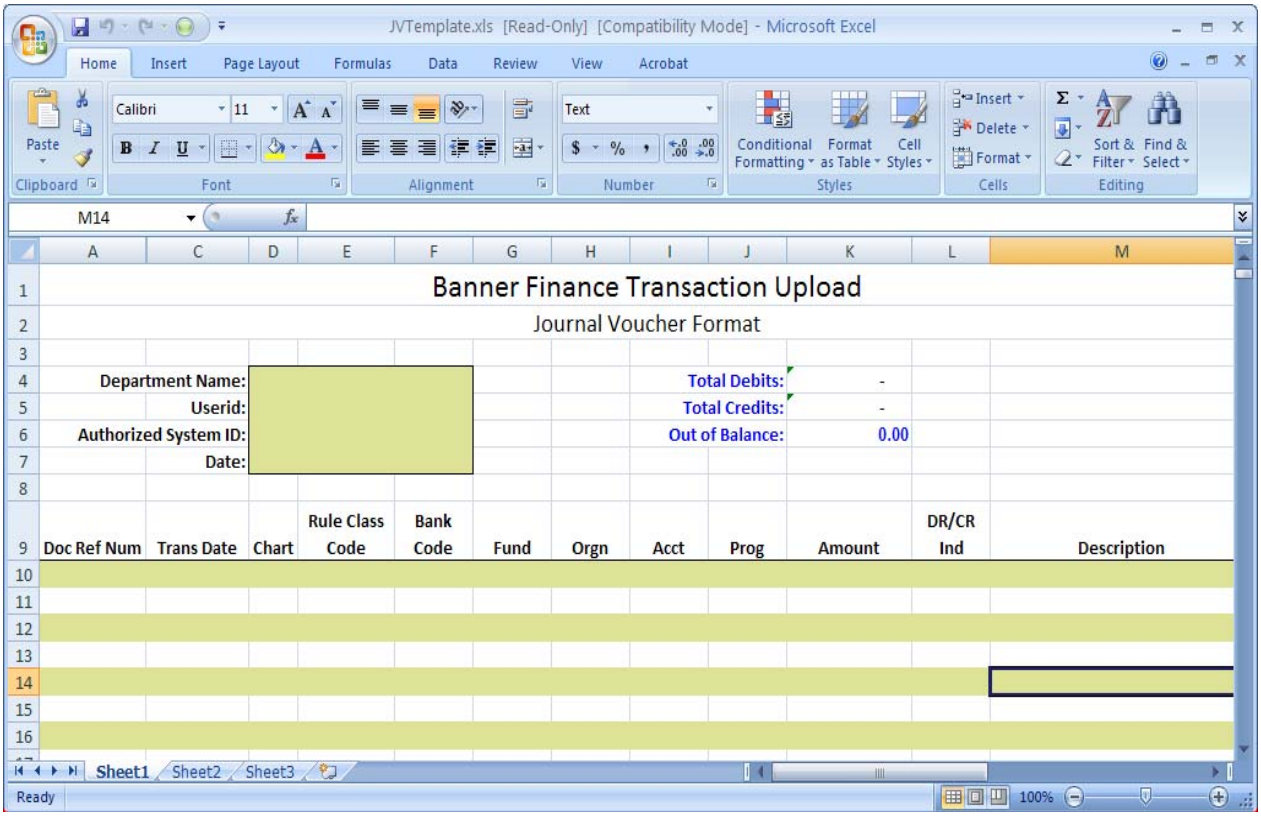


Select the appropriate spreadsheet for the type of transaction you need to enter.

- **JV** - Select this template to enter a Journal Voucher transaction through the gateway. This type of transaction will most commonly be used by the functional team and is used to correct transactions or record revenue, expense or balance sheet transactions.
- **IV** - This is the most commonly used template by departments. This is the template for service departments and others to use for charging services/fees.
- **Cash Receipts** - This is currently for functional users only and used to record the original entry of a cash transaction.
- **Budget Transactions** - This is currently for functional users only and used to record budget transactions.
- **Modifying or Releasing Encumbrances** - This is currently for functional users only and is used to adjust or liquidate an encumbrance and is currently
- **Establishing General Encumbrance** – This is currently for functional users only to create a General Encumbrance transaction in Banner.

Completing the Templates

JV and IV Template



A-Department Name: This is an informational field and does feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

B-Userid: Please enter your Banner User ID in this field. **It must be entered using all uppercase letters**. This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application matches the Banner Userid field. If this does not correspond to the same person, the document will reject.

C-Authorized System ID: The Authorized System ID has two main functions. The first function is that it provides security. Each User must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized. The second function is that it tells Banner what Banner Document ID prefix to use. Each System ID produces unique Document Prefixes. For example, the System ID TRAVELEX always has Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters**.

D-Date: This is an informational field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**

E-Doc Ref Num: The information entered into this field feeds into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it drives the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

Example 1: Doc Ref Num

AAAAAAAA
AAAAAAAA
AAAAAAAA
AAAAAAAA

*Because the Doc Ref Num is the same, one Banner Document is created.

Example 2: Doc Ref Num

AAAAAAAA
AAAAAAAA
BBBBBBBB
BBBBBBBB

*Because the Doc Ref Num changes, two Banner Documents are created. The first document contains the lines that reference AAAAAAAA as the Doc Ref Num and the second contains the lines that reference BBBBBBBB as the Doc Ref Num.

Example 3: Doc Ref Num
AAAAAAAA
AAAAAAAA
BBBBBBBB
BBBBBBBB
AAAAAAAA
AAAAAAAA

*Because the Doc Ref Num changes three times, three Banner Documents are created. (Notice that it did not matter that it used the same Doc Ref Num as above. It only looks for changes not for actual values.)

F-Trans Date: The Trans Date is what determines the fiscal (accounting) period that the transaction will post. **It must be entered in the MM/DD/YYYY format and the accounting period must be open.** For example, if it is July 2nd and we have not closed the June fiscal (accounting) period, you would have to backdate this date to 06/30/20XX in order to post in June. If you were to enter 07/02/20XX it would post into July. Backdating is allowable up until the 10th day (Month End Close) of the following month.

G-Chart: Enter the Chart code for the entity you are charging (H-Health Sciences Center, T-Texas Tech University, S-Texas Tech System)

H-Rule Class Code: Enter the Rule Class Code for the type of transaction. **This must be in capital letters.** When you are initially set up to enter documents through the gateway, you will be provided with your System ID and the Rule Codes. You must use the appropriate Rule Code for the System ID you are using.

I-Bank Code: This field is only required with specific rule class codes. You will be given the bank code you must use when you are given your System ID and Rule Class Codes. **All letters must be capitalized.**

J-FOAP: Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). **All letters must be capitalized** *(if any of these data elements have alpha characters)***. There must also be budget available for the Fund and Org codes you are hitting. If there is no budget, the transaction will not be accepted by the Gateway. Please see the section below "Errors Within the Eprint Report" for details on checking the available budget of a FOP.**

K-Amount: Enter the amount for the line. It should have two places after the decimal point.

L-Dr/CR Indicator: Please enter an uppercase D for debits or an uppercase C for credits. Credits must be a Revenue Account Code (5XXXXX) and debits an Expense Account Code (7XXXXX). If unsure about which account code to utilize, the Cognos report "Budget Account Query" can be run to find the appropriate account code to use. Once in Cognos, click on IBM Cognos Content in the My Content Section. Then follow the following path HSC Finance > Chart of Accounts > Budget Account Query. This report can be filtered by Budget Account Code (BAC) if known.

M-Description: Please enter the description - **maximum of 30 characters.** This information populates onto the ledger transactions in the Banner Finance System.

N-Out of Balance: This area is calculated based on the total Debits and the total Credits entered on the document. It notifies you if your document as a whole does not balance. **This area is formula driven so please DO NOT MAKE ADJUSTMENTS OR ENTRIES to these fields.**

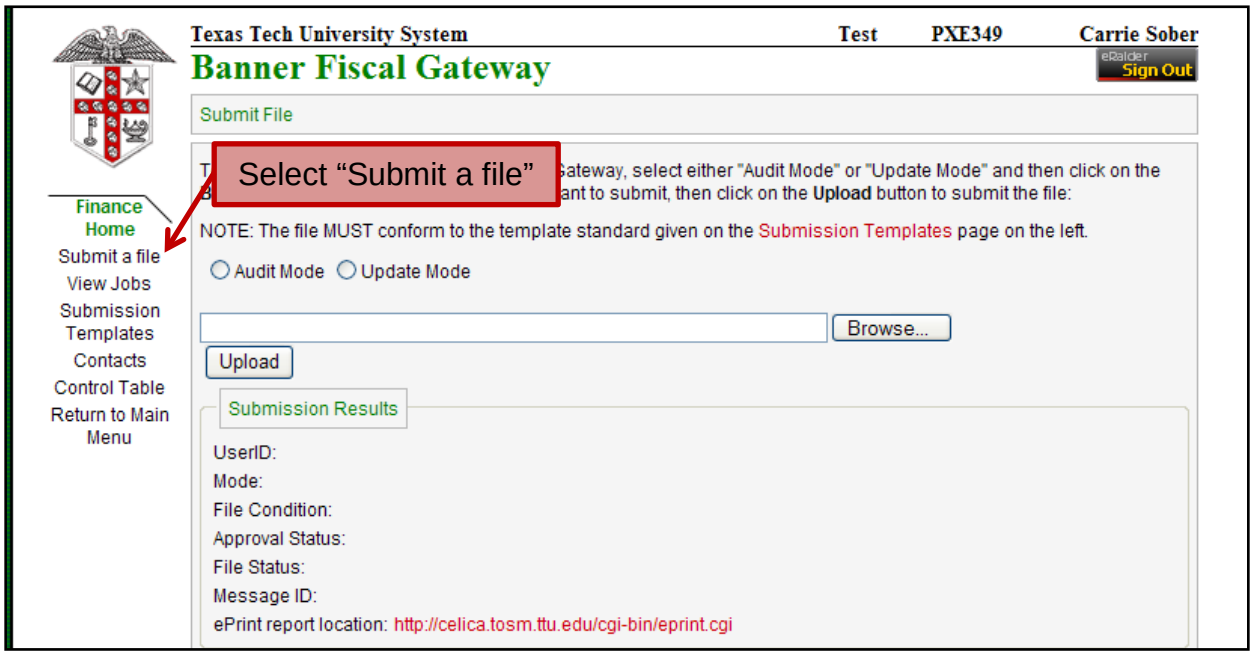
*The Gateway System currently has restrictions placed on all Service Department Gateway Submissions. Only submissions crediting (C) the Service Department (19XXXX) and debiting (D) the other funds to be charged are allowed to load.

Any reversals required need to be submitted to the Accounting Services department at hscacc@ttuhsc.edu. When requesting the reversal, the following documentation should be included in the request:

- A copy of the original ePrint report of the billing to be reversed
- If a partial reversal is needed, you must indicate what lines need to be reversed
- A detailed explanation for why the billing needs to be reversed

Uploading the Template

To submit a file for processing through the Gateway, select Submit a file from the Finance menu on the left of the screen.

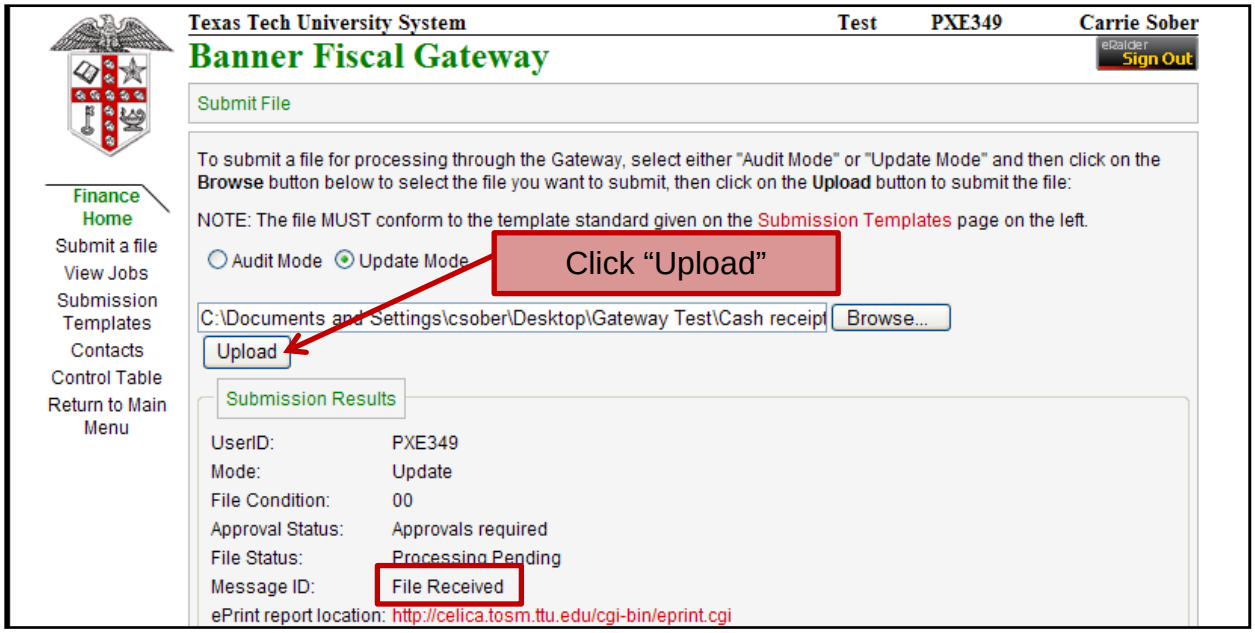


There are two upload options. **Audit Mode** allows you to run the file through the validation and edits to retrieve error information without the file actually uploading into Banner. **Update Mode** runs the file through the validation and edits but also loads the file to Banner if the file is accepted. It is suggested that all files be uploaded first through the Audit Mode to determine if the file contains any errors that will need to be corrected before loading the file in Update Mode.

Once you have selected Audit or Update mode, select the Browse… icon. You will be prompted to locate the file saved on your computer.

NOTE: The file must be saved in Excel 97-2003 .xls version. It cannot be in the .xlsx format.

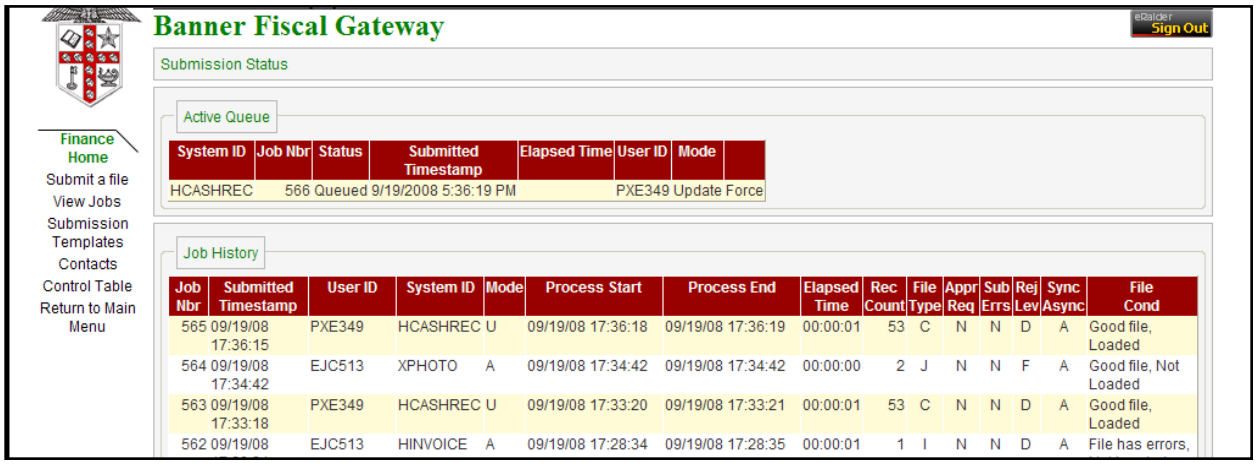
Select the file and click the Upload icon.



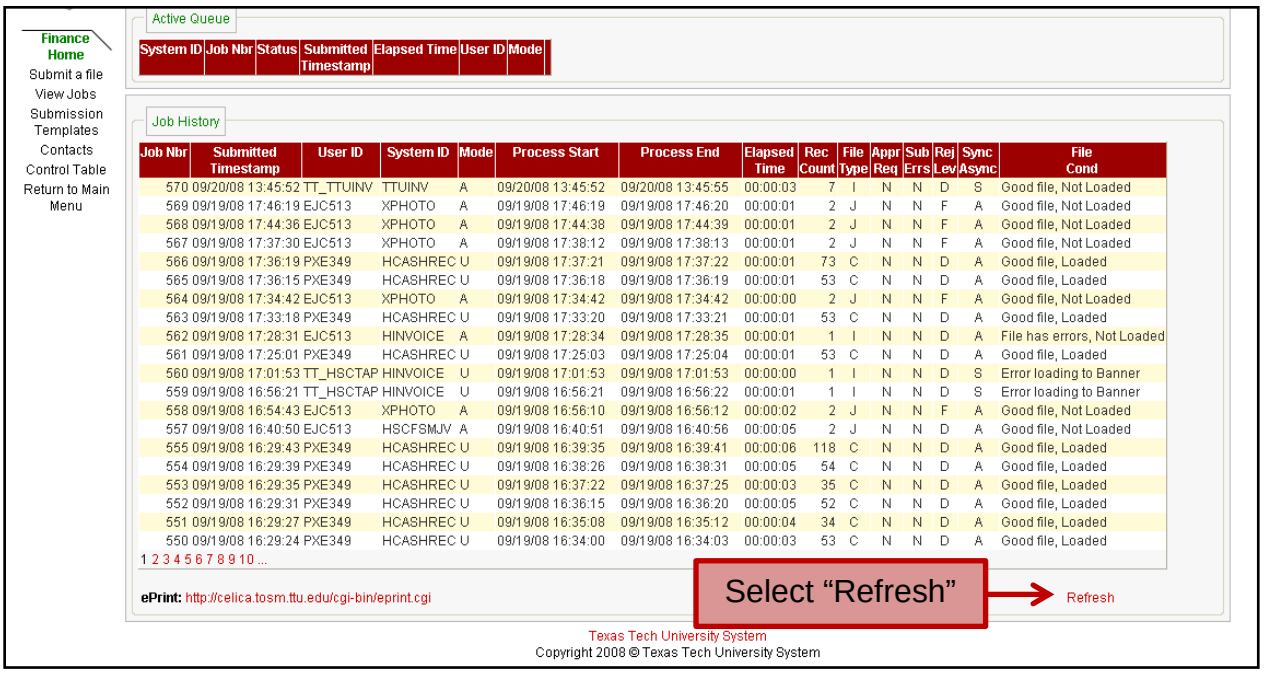
Notice that the Submission Results will provide a message that notifies you if the file is received.

Reviewing the Submission Status

Once the file is received, it is placed in the Active Queue and processed. To view the progress, select View Jobs from the Finance Menu on the left side of the screen. This provides a list of the most recently submitted transactions. The items listed in the Active Queue are waiting be processed.



Select the Refresh button at the lower right-hand corner of the screen to update the Active Queue and Job History.



Once the transaction has processed, the Job History section provides you with the file condition. The file condition tells you if the file is good or has errors and also tells you if the file loaded or did not load.

Miscellaneous Notes

There are a few miscellaneous notes that are worth mentioning:

- If the Gateway times out, close the current browser and open a fresh browser to log back into the system. Failing to do so causes an error page.
- If an error appears that states "Server Error" or "Object of a Reference not set to an instance of an object", close the current browser and log into Gateway with a new browser window.
- If your submission is held up in the Active Queue for 15 minutes or more, you should contact Finance Systems Management at FSMElp@ttuhsc.edu for assistance.

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EPrint

The ePrint system allows you to retrieve reports associated with the Gateway submissions. If the Gateway file had errors, the report gives detailed messages to notify you of the errors. If the Gateway file successfully loaded, the ePrint report provides the Banner Document Number assigned to the transaction.

Logging into ePrint

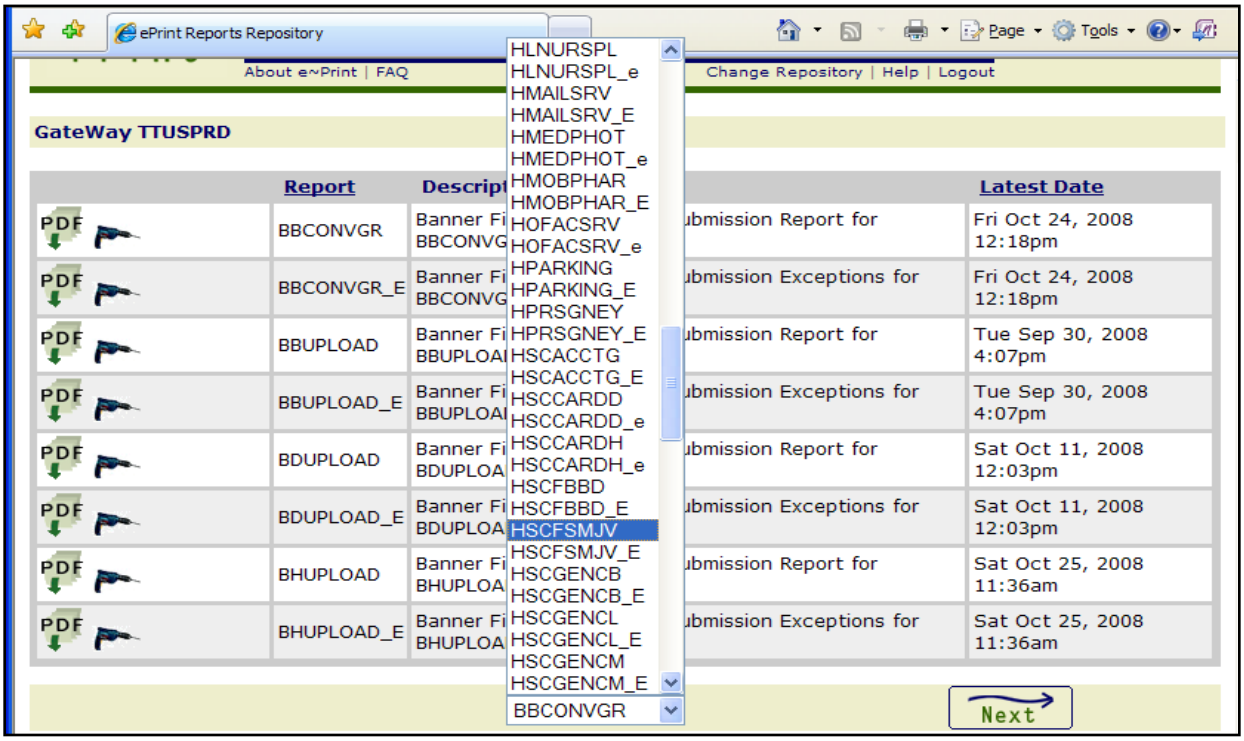
You can access ePrint through WebRaider, from the link provided in the Gateway, or directly at http://eprint.texastech.edu.

An ePrint login screen appears. This login User ID is your Oracle ID (commonly referred to as the license plate ID) and the password is your oracle password (if you have forgotten your password, please refer to the next section Resetting your Oracle Password).

The repository housing the reports for the Gateway Submissions is GateWay TTUSPRD. Select **Enter** to access the report.

Accessing the Report

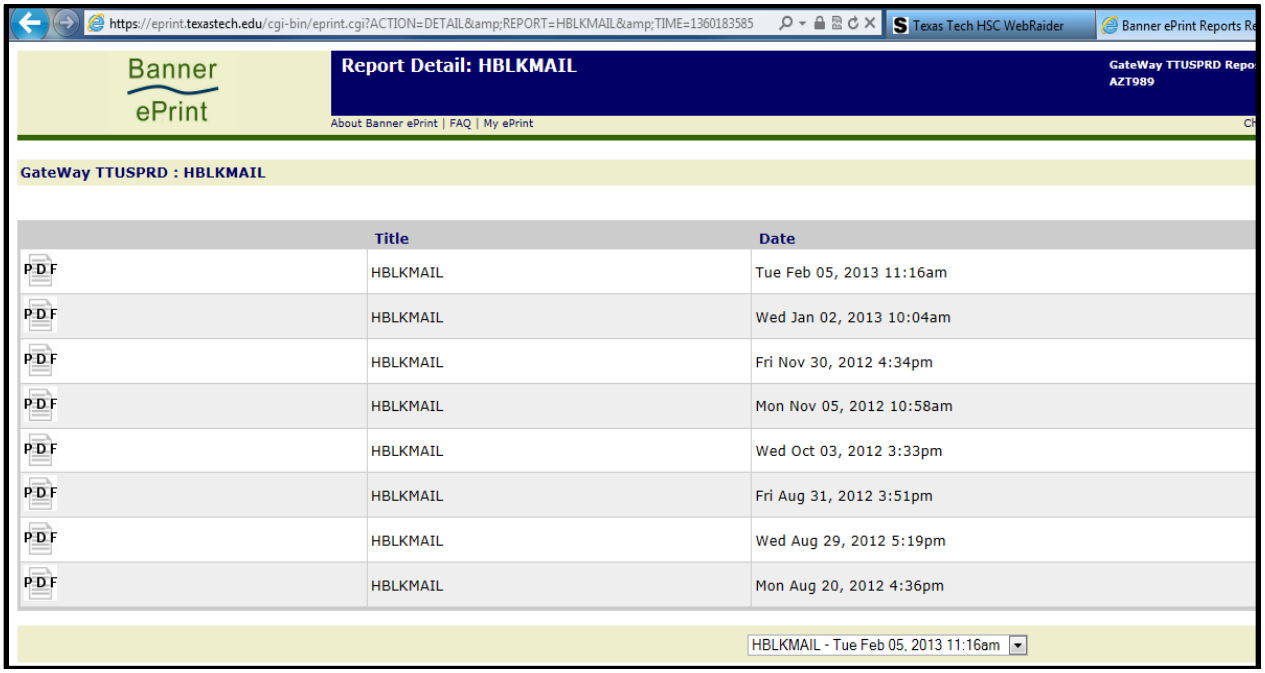
Once in the system, locate the report with the System ID. You can either use the next button or the drop down list.



There are two reports created for each Gateway submission. The first report (titled with the system ID) is a list of all lines of the transaction. In the case of a good file, the report provides the Banner Document ID assigned within Banner. If the file has errors, the report shows every line from the spreadsheet and displays the error message beneath the line with the error. The second report is the error report (titled with the system ID_E). If the file has errors, this report only shows the lines with the error. If the file is good, the report states that there are no errors.

If you immediately check ePrint for your report and are unable to locate it, please allow a few minutes to pass and exit out or refresh the page. The system takes a few minutes after uploading the submission to generate the ePrint report.

If you cannot find your report after selecting your System ID from the drop down box and waiting for the ePrint to be generated, the drill icon should be selected. Selecting this icon takes you to the screen that shows all of the ePrint reports for past submissions for a specific System ID. If there are multiple users using the same System ID, or you happen to be uploading multiple submissions at one time, the most current ePrint report may not be the one you are looking for.



Errors Within the ePrint Report

Submission Templates that have been filled out incorrectly can trigger a variety of error messages with in the ePrint Report. One of the most commonly seen errors is:

Error Not enough available funds for H (Fund) (Orgn) (BAC) (PG) in fiscal year XX

The easiest way to resolve this error is to check the available budget of the FOAP that is triggering the error message on the submission. You have the two following options to check the available budget of a FOAP.

1) The Cognos report Budget Account Code Summary allows users to check the available budget balance of a FOP by specific Budget Account Code (BAC). Once in Cognos, click on IBM Cognos Content in the My Content Section. Then follow the following path HSC Finance > Finances Relative to Budget > Budget Account Code Summary.

   If a FOP you are trying to bill does not have enough available budget for the full expense, you need to contact the department and request that a Budget Revision be submitted in order to budget enough funds to cover the expense.

2) Another option to check available budget balance on the FOAPs you are billing is to add the Available Budget Tab to your WebRaider main page.

   The Available Budget Tab allows the user to check Expense Budgets for funds that are updated throughout the day as transactions are processed. The instructions for using

the tab can be found at:
http://webapps.tosm.ttu.edu/itis/portal/prod/doc/AvailableBudget/help.pdf .

Verifying Your Gateway Documents in Cognos

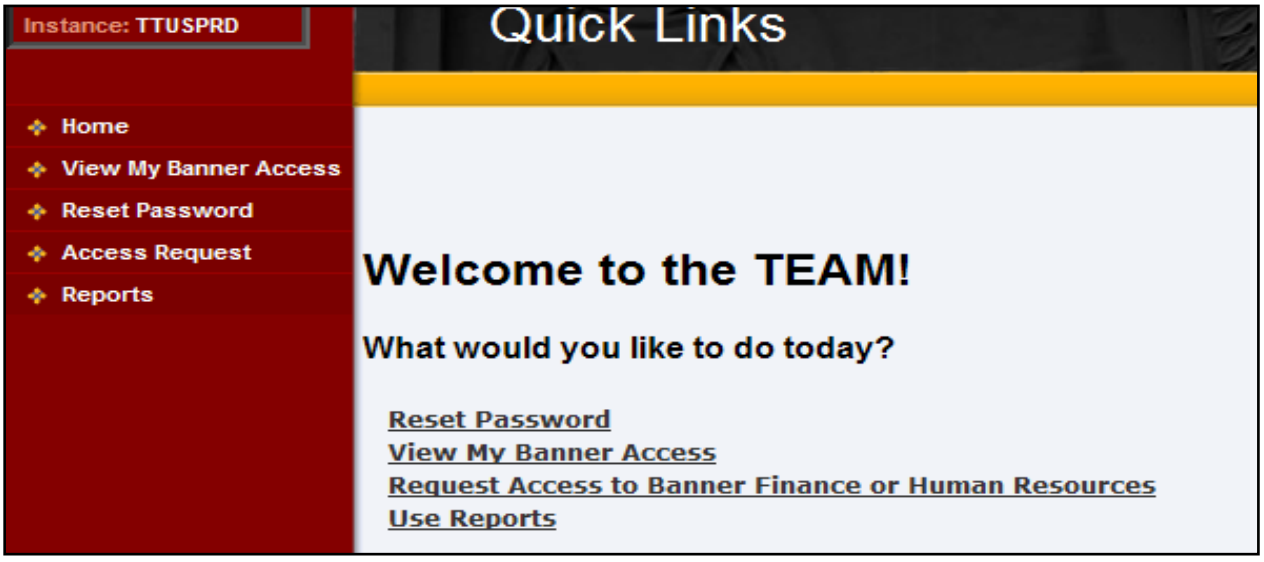
The **day after** you upload your Gateway billing, access Cognos from the WebRaider Portal at http://webraider.ttuhsc.edu on the F & A Work Tools Tab. Click on Cognos Connection in the Finance Channel.

Once in Cognos, click on IBM Cognos Content in the My Content Section. Then follow the following path HSC Finance > Departmental Reports > Transaction Detail > Operating Ledger Transaction Search Query. Once run, the report will open as an Excel document.

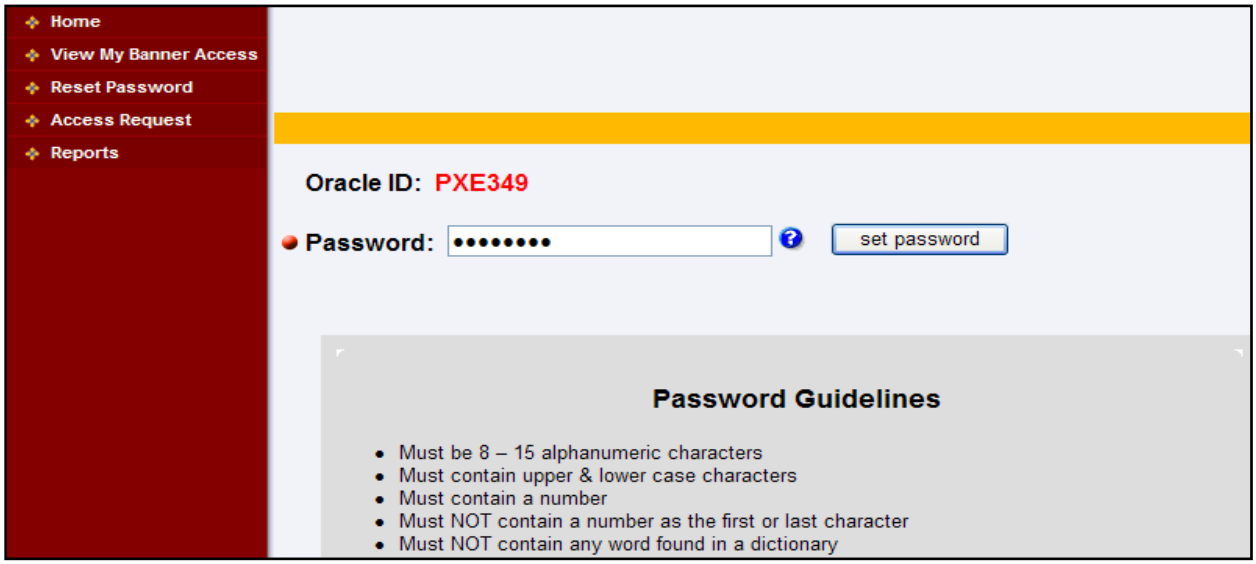
Choose the Begin and End Fiscal Periods (FP) that the billing has fallen under. In the Document field, enter the Doc ID that was generated when the billing was uploaded. This Doc ID can be found in the ePrint report that was generated from a "Good File, Loaded" in update mode. You can see each line of the documents for the date range that you queried.

Resetting your Oracle Password

If you have forgotten your oracle password, you can reset it at http://team.texastech.edu.



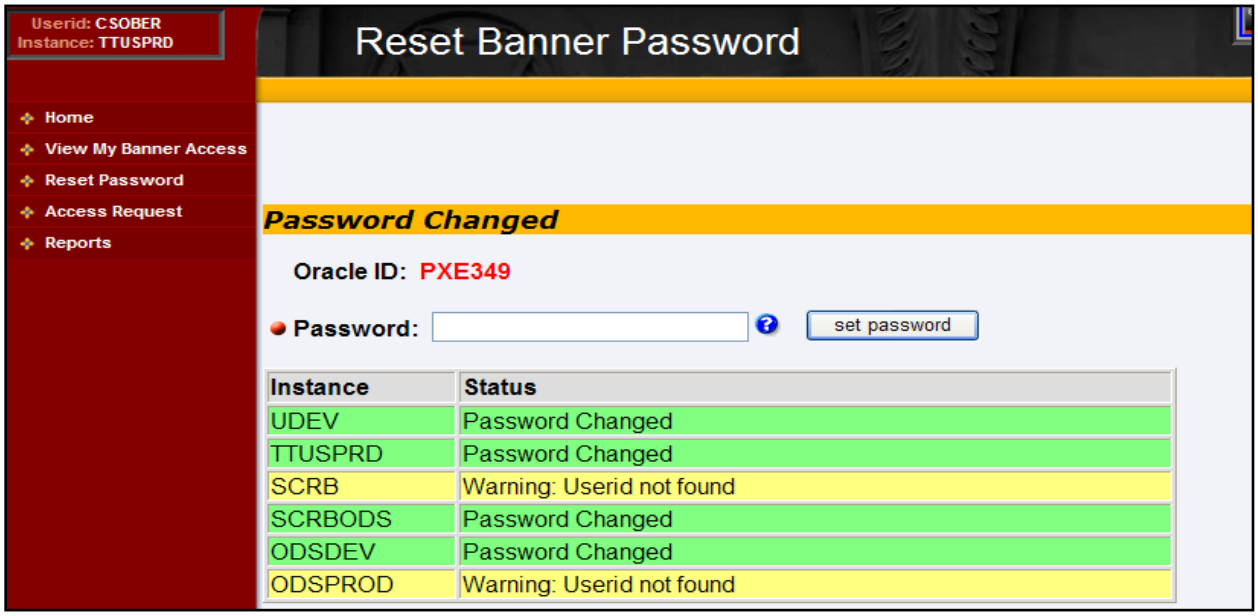
Select Reset Password from the menu options.



Enter the desired password. The password must meet the following criteria:

- 8-15 alphanumeric characters
- Must contain upper and lower case characters
- Must contain at least one number
- Cannot contain a number as the first or last character
- Cannot contain any word found in the dictionary

You must select **Set Password**. A screen appears that says Password Changed.



Glossary of Terms

Account

An element of the chart of account that represents the balance sheet, revenue, expense or transfer code.

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Activity Date

This date represents the actual date the transaction posted to the ledgers.

Audit Mode

Audit mode allows you to upload a file or run a report to view the output (errors) without the information loading into the finance system.

Banner

The name of the software purchased from SunGard Higher Education to replace the finance, financial aid, student and HR administrative applications.

Bread Crumbs

The report path displayed on a report or within Cognos. Provides a visual path that allows users the ability to retrace their steps if necessary.

Chart of Accounts

A systematic classification of accounts to organize financial transactions into meaningful and reportable information. The elements of the Chart of Accounts are Fund, Organization, Account, Program, Activity, and Location (FOAPAL).

Cognos

A web-based reporting tool. The location to access financial and budget information.

Document Reference Number

1. An optional 8 character field that allows the user to enter additional information relating to the transaction.

2. A required 8 character field on the Gateway templates. This field will determine how many documents are assigned within Banner.

Drill down

A term used to describe accessing additional or detailed information for an item within the same report.

Drill through
A term used when you select a link within a Cognos report to open a new report with similar information.

ePrint
Provides reports that are derived directly from the Banner Finance System. The ePrint system is used primarily by departments to locate the Gateway Submission reports.

Fund
The self-balancing set of accounts that show ownership of cash or Fund balance. It tells who owns the Funds or assets and liabilities and defines the Fund class, division, campus, department and sub-department.

Gateway
An application that allows departments to submit files and spreadsheets of accounting transactions to Banner Finance for posting.

General Ledger
The General Ledger maintains the assets, liabilities, and Fund balances for each Fund.

Income Statement
A detailed statement that shows the revenue, expenses, and transfers, which results in a net profit or loss for a specific period of time.

Invoice
The Banner document entered by the Accounts Payables department to produce a check. It is not to be confused with the Vendor Invoice number.

Operating Ledger
The Operating Ledger maintains the revenue, expense, and transfer transactions by Fund, organization and Program code.

Organization Code (Orgn)
The budgetary or departmental unit of the Chart of Accounts. It tells who earns or spends the Funds and is based on organizational structures.

Purchase Order (PO)
A Banner document issued to a supplier to constitute a legal and binding offer to purchase goods or services. This document also reserves budget to fulfill the obligation.

Program

The element of the Chart of Accounts that classifies the function of the revenues and expenditures.

SciQuest

Also called TechBuy, it is the online eProcurement system.

TechBuy

Also called SciQuest, it is the online eProcurement system.

Transaction Date

A date that reflects the period for which the transaction posted. For example, period 01 will consist of all transactions with a transaction date between 01-Sep and 30-Sep.

Update Mode

Update mode allows you to upload a file or run a report to view the output (errors) and will also load correct information into the finance system.

Vendor Invoice

The vendor invoice is a number or alpha numeric value the vendor provides when they invoice the University for tracking purposes. This should not be confused with an Invoice document created in Accounts Payable to create a check.

If you have questions, please email FSMElp@ttuhsc.edu.